

From

Joint Secretary (Admn)

To

The Directors of all CSIR Laboratories/ Institutes

**Sub: Rationalization of Administrative Cadres.**

Sir,

I am directed to state that the information received from CSIR Laboratories/ Institutes on the aforementioned subject indicates that a large number of Assistants (Gen.), Upper Division Clerks and Lower Division Clerks, who belong to the General Cadre, are presently working in the other two streams/ wings namely Finance & Accounts and Stores & Purchase. It shows that there is an immediate need to augment the staff strength of other two cadres in view of functional requirement/needs of the Laboratories/ Institutes.

In order to streamline the cadre structure, it is proposed to seek option from the staff of General Cadre, who are presently working in the other two cadres, as to whether they would like to be absorbed in the cadre in which they are presently working or want to revert to their original cadre. The option may be extended to the staff of General Cadre as follows:-

1. For the General Cadre Staff who have been working in the Finance & Accounts /Stores & Purchase wings for the last five years or more:- whether they would like to be permanently absorbed in the stream in which they are presently working.
2. For the General Cadre Staff who have already worked for five years or more in the Finance & Accounts/Stores & Purchase wings for a considerable period but are presently working in administration wing:- whether they would like to be transferred and absorbed either in the Finance & Accounts Cadre or Stores & Purchase Cadre.

You are, therefore, requested to bring the contents of this letter to the notice of all the concerned staff of your Laboratories/ Institutes and obtain the option from the staff member of general cadre as mentioned above, in writing. Before exercising the option, the staff may clearly be informed that once they are transferred from one cadre to another, they would be eligible for service benefits as available to the staff of that cadre only and their seniority in the recipient cadre will be fixed from the date of coming over to the recipient cadre. Their transfer to other cadre would be on permanent basis and the option once exercised will be final and irrevocable.

The option exercised by the staff may be sent to the the undersigned latest by 31<sup>st</sup> July, 2003.

Yours faithfully

**(R.S. Antil)**  
Sr. Deputy Secretary

3-33(2)/2004-ई-।

15.3.2004

संयुक्त सचिव (प्रशा.)

सीएसआईआर की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक।

**संदर्भ: सीएसआईआर का दिनांक 17.02.04/5.03.04 का पत्रांक 3-33(1)2004-ई-।**

महोदय,

संदर्भाधीन पत्र के क्रम में मुझे आपसे अनुरोध करने का निर्देश हुआ है कि सीएसआईआर के दिनांक 10.7.03 के पत्रांक 3-33(1)/2003-ई-। के प्रत्युत्तर में सहायक (सा0) ग्रेड-। के कार्मिक को उनके द्वारा चुने गए विकल्प के अनुसार, वरिष्ठता के आधार पर वित्त एवं लेखा अथवा भण्डार एवं क्रय संवर्ग में तैनात किया जाए। तदनुसार आरक्षण रॉस्टर recast कर तथा संपर्क अधिकारी द्वारा पुनरीक्षण करवाने के बाद सीमित विभागीय कोटा (DTQ) और सीधी भर्ती कोटा (DRQ) के अर्न्तगत रिक्तियों को संलग्न आरूप में भर कर अधोहस्ताक्षरी को दिनांक 31.3.2004 भिजवाए।

सहायक (वित्त एवं लेखा) ग्रेड-।। और ग्रेड-।।। के सृजित पदों के लिए यदि किसी भी सहायक (सा0) ग्रेड-।। और ग्रेड-।।। कार्मिक ने विकल्प नहीं दिया है तो वरिष्ठता में सबसे निम्न कर्मचारियों को रिक्ति के अनुसार तैनात किया जाए।

भवदीय,

**(आर0एस0 अन्तिल)**

वरिष्ठ उप सचिव

प्रति: उप सचिव (के.का.), सीएसआईआर

**3-33(2)/2003-E.I**

**14.07.2004**

From

Joint Secretary (Admn)

To

The Directors of all CSIR Laboratories/ Institutes

Sub: **Rationalization of Administrative Cadres – clarifications**

Sir,

I am directed to state that upon rationalization of Administrative Cadres up to the level of Assistant (G) Gr. I in all the three cadres i.e. General, Finance & Stores & Purchase, revised sanctioned strength were communicated to all the Laboratories/ Institutes. In this connection, instructions were also issued vide CSIR letters Nos. 3-33(1)/2004-E.I and 3-33(2)/2004-E.I dated 17.02.2004 & 15.03.2004. However, some Laboratories/ Institutes have sought clarification on certain issues relating to this. The position with regard to these issues is clarified as per annexure to this letter.

Wherever, options have not been invited so far, the same should be done now and the exercise of shifting the staff should be completed at the earliest. You are also requested to kindly take necessary action immediately to revise the rosters and intimate the vacancy position under different modes of recruitment viz. DRQ, DTQ and DPC along with reservation status of the vacancies.

Yours faithfully

Encl: As above

**(R.S. Antil)**  
Sr. Deputy Secretary

Copy to: **DS (CO)**

Sl. No.	Point of doubt	Clarification
1.	<p>Sh. 'A' Asstt. (G) Gr. II has opted for S&amp;P Cadre subject to the condition that the service rendered by him as Asstt. (G) Gr. II should also be counted for his seniority in this cadre. In case the same is not acceptable, his option may be treated for General Cadre.</p> <p>Sh. 'B', Asstt. (G) Gr. II has opted for F&amp;A Cadre subject to the condition that the service rendered by him as Asstt. (G) Gr. II should be counted for his seniority.</p>	<p>Conditional options cannot be accepted. Seniority will be counted from the date incumbents join the new cadre. However the matter regarding counting of service towards eligibility period for promotion, is under consideration.</p>
2.	No Asstt. (G) Gr. I has exercised option for F&A Cadre. What should be done in such an eventuality.	In case of excess staff members in Gen. Cadre, junior –most Asstt (G) Gr. I may be transferred to other cadres viz. F&A, S&P cadres.
3.	Some Asstt (G) Gr. I and some Asstt (G) Gr. II who have not completed 5 years of service in F&A and S&P Sections have opted for F&A Cadre, clarify whether posting may be carried out, ignoring the length of service.	They can be considered for posting in respective sections i.e. those who have worked in Accounts can be posted in Accounts after they have been brought over to this cadre.
4.	Whether the excess staff appointed through DPC quota in a particular cadre can proportionately be adjusted in other mode of recruitment i.e. DTQ or DRQ and vice versa	Mode of Recruitment should not normally be changed while transferring the officials from one cadre to another. However, in case, the additional sanctioned post falls under a quota different from the one under which the person to be shifted was recruited, then he may be shown under the quota in which the additional post has made available. For eg. If the person to be shifted belongs to DPC quota and the additional post has been assigned to DTQ or OQ then he can be adjusted under DTQ or OQ, in that order.
5.	Whether the junior-most staff member in the cadre of Asstt (G) Gr. II can be transferred to the cadre of Asstt. (SP) Gr. II without seeking their options.	Yes, one can be transferred in public interest provided there is the additional allocated post in the recipient cadre and there are no options.
6.	Suppose a senior staff who belongs to SC Category and occupies the point 1 of the roster of Asstt (G) Gr. I, has opted to work in S&P, how will his name be reflected in the roster of S&P and how that slot vacated by him/her in the roster of Gen. Cadre Asstt (G) Gr. I will be filled?	For recasting the rosters, CSIR instructions issued vide letter No. 19-2(11)/2002-SC/ST Cell dated 26 <sup>th</sup> June, 2003 may be followed.

7.	Whether those staff members who have exercised their option to work in other cadres can physically be moved to their respective cadres viz., F&A, SP? If so, how their seniority shall be determined in the cadre to which they have opted and moved over.	Yes, staff members who have exercised their option to work in other cadres are to be physically moved to their respective cadres. Their seniority in the recipient Cadres shall be counted from the date of joining the new cadres.
8.	Whether Asstt (G) Gr. I will be considered for promotion to SO (G) or Dy. SPO, who has opted for S&P Cadre and becomes due for promotion to the post of SO (G) as per his seniority.	Option once exercised is irrevocable. If an Asstt (G) Gr. I joins the S&P Cadre then he will be considered for promotion to the post of Dy. SPO and not SO (G).
9.	Whether seniority of Sh. 'C' Asstt (G) Gr. I who opted for S&P Cadre will be counted from the date of posting to Purchase Section or from the date of his option & whether he may be re-designated as Asstt (S&P) Gr. I	Seniority of Sh. 'C' will be counted from the date of joining the new cadre; he may be re-designated as Asstt (SP) Gr. I, if he joins the S&P Cadre.
10.	Decision to appoint junior most Asstt in other cadres is available only in Gr. III & II and the same is not available in Gr. I Jr. most Asstts. (G) Gr. I who have been appointed specifically against DTQ/DRQ, whether it will be in order to force on them the appointment in either F&A or S&P cadres.	In case there are no options from Asstts (G) Gr. I/II/III for the FA or SP cadres, the junior-most Asstts. (G) Gr. I/II/III may be transferred to the recipient cadres in their respective grades.

3-33(117)/2003-EI

24.9.2004

From

Joint Secretary (Admn)

To

The Directors of all Laboratories/Institutes of CSIR

**Sub: Amendment to the CSIR Administrative Services (Recruitment & Promotion) Rules - 1982**

Sir,

The Governing Body of CSIR in its 162 meeting held on 26.7.2004 has approved insertion of the following provision as serial number 11 of Note under Part VI Miscellaneous of the CSIR ASRP Rules 1982:

“11. The service rendered in the same (i.e identical) scale of pay in General Cadre shall be counted as approved service in the cadres of Finance & Accounts and Stores & Purchase for the purpose of eligibility for promotion to the next higher grade in the cases of staff shifted under restructuring of cadres.”

Consequent upon the above decision, the service rendered by the staff members who are to be shifted to the cadres of Finance & Accounts and Stores & Purchase, from the General Cadre, shall be counted towards eligibility for promotion to the next higher grade in the recipient cadres. However, seniority shall be reckoned from the date of coming over to the recipient cadre.

In view of the position as mentioned hereinabove, the staff members upto Asstts(Gen) Gr-I, working in the Finance & Accounts or Stores & Purchase sections, who have not exercised their options so far, may be given a last opportunity to exercise their option for shifting over to the Finance & Accounts or Stores & Purchase cadres, latest by 15<sup>th</sup> October, 2004. Thereafter, the exercise of recasting of reservation of rosters be completed and the information regarding category-wise vacancy position be sent to CSIR by 1<sup>st</sup> of November, 2004.

Yours faithfully,

**(R.S. Antil)**  
Sr. Deputy Secretary

No: 3-33(2)2003-E.I

09.11.2005

From

Joint Secretary (Admn)

To

The Directors of all CSIR Laboratories / Institutes,

**Subject: Rationalization Of Administrative Cadres – Clarifications**

Sir,

I am directed to refer to this office circular letter even No. dated 14<sup>th</sup> July 2004 on the above subject and to state that vide clarification No. 7, it was stated that staff members who have exercised option under Rationalization of Administrative Cadres to work in other Cadres (i.e. Finance & Accounts / Stores & Purchase Cadre) should be moved to their respective Cadres.

It has come to the notice that some of the Assistants (G) Gr. I/ II/ III, who have been transferred to Finance & Accounts / Stores & Purchase Cadres are still working in the General Cadre.

It is, therefore, requested that all such Assistants (G) Gr. I/ II/ III, who have been transferred to Finance & Accounts / Stores & Purchase Cadres under the Rationalization of Administrative Cadres be moved to recipient Cadres immediately.

Yours faithfully

**(S. C. Tyagi)**  
Deputy Secretary